

New Hampshire State Library

Conservation License Plate Grant Applicant Checklist

This checklist provides an overview of the steps involved in applying for, receiving, and completing a Conservation License Plate grant through the New Hampshire State Library. For more detailed information, visit <https://www.nh.gov/nhsl/services/librarians/moose/index.html> or contact Charles Shipman at the State Library (charles.a.shipman@dncr.nh.gov or 603-271-3302.)

TO APPLY:

- ☐ Send in Letter of Intent. **Deadline:** May 7, 2021

Send a Letter of Intent on municipal or organization letterhead to:

Charles Shipman
New Hampshire State Library
20 Park St.
Concord NH 03301

Alternately, you may email a PDF copy of your letter on official letterhead to Charles.A.Shipman@dncr.nh.gov

- ☐ Submit grant application. **Deadline:** June 25, 2021

Submit one paper application to the address above, and one digital copy in PDF format only to Charles.A.Shipman@dncr.nh.gov.

Instructions for the letter of intent and grant application are available at the link listed in the first paragraph. All required information must be submitted or your application could be denied.

TO RECEIVE FUNDS AFTER GRANT AWARD:

If your project is selected for a Moose Plate grant, you will receive a notification letter from the State Librarian. Before grant money can be disbursed, we will need three documents:

- ☐ Grant Agreement. You will receive a grant agreement signed by the State Librarian. This will need to be signed by an authorized signatory and notarized, then returned to the State Library.
- ☐ Certificate of Municipality. You'll receive this form along with the grant agreement. It too will need to be filled out, notarized, and returned. Instructions for filling out this form will be included along with the certificate.
- ☐ Certificate of Insurance Coverage: For municipalities, this form is generally supplied by Primex, the NH Public Risk Management Exchange. Non-profits, such as historical societies, will need to contact their insurance provider.

NOTE: The Certificate of Insurance must show coverage of at least \$1 million for commercial general liability and at least \$1 million for workers' compensation.

ALSO NOTE: The Certificate Holder should be listed as NH Department of Natural and Cultural Resources, 172 Pembroke Road, Concord, NH 03301

Send all of the above documents to Charles Shipman at the State Library (address listed above.) Once these forms are received, we can issue checks for 90% of your grant total.

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TO CLOSE OUT YOUR GRANT:

- ☐ Complete conservation work. **Deadline: December 31, 2022.**
- ☐ Submit Final Report. **Deadline: January 31, 2023.**

The final report form and instructions are online at

<https://www.nh.gov/nhsl/services/librarians/moose/index.html>.

The Conservation Project and Final Report must be completed by the deadlines above in order to receive the final 10% of your grant. Failure to complete the project or submit a report will disqualify you from applying for future State Library Moose Plate grants.